



Town of Arlington, Massachusetts
730 Massachusetts Ave., Arlington, MA 02476
Phone: 781-316-3000

webmaster@town.arlington.ma.us

Library Trustees Minutes 01-13-2004

Robbins Library Board of Trustees
January 13, 2004

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and guest Stephen Baker. The minutes of the December 9th meeting were approved as corrected on a motion by Ms. Fennelly; seconded by Ms. Muldoon.

Community Time

An Arlington resident Stephen Baker attended the meeting to discuss his concerns about the library's implementation of a rental collection of DVDs. He believes that charging a fee for any library service runs contrary to the concept of a free public library. Trustees explained that the Friends of the Library, a citizens' support group, is purchasing the DVDs and conducting the rental service. These fees enable the Friends to purchase new films to increase the collection. Otherwise, the library's reduced budget would not allow for the purchase of a DVD collection. The Finance Committee had last year asked that library management and trustees think creatively about alternate ways to provide and enhance services to the public. The Board took Mr. Baker's comments under advisement.

Director's Report

Ms. Loud gave a verbal report of recent library activities, focusing particularly on the recent flood caused by a frozen and burst sprinkler pipe in the ceiling above the Fiction Room on the first floor. Munters, a moisture control company, has been contracted to de-humidify the Fiction Room and the lower level Community Room, which also received damage. Approximately 2,000 books became wet and perhaps 200-250 were ruined. The remaining collection must be removed to a temporary storage location while the moisture removal process takes place. Then, ceilings and carpets will need to be replaced. Ms. Loud believes that she will have a clearer idea of the time frame for repairs and recovery by the end of the week. Ms. Ruderman suggested a fundraising effort for the replacement of lost library materials. The Board commended the library staff for their extra efforts during the clean-up on Saturday evening and Sunday and Jennifer DeRemer for coordinating the drying effort.

Approval of Annual Report

Each trustee received a draft of the annual report. Mr. Murphy instructed them to convey comments, corrections and suggestions to Ms. Loud.

Fundraising

Thus far, \$17,000 has been received from the fundraising solicitation. Peter Bloom has requested permission to conduct a fundraiser at the Robbins Library to benefit the Fox Branch. He was told to coordinate with the Friends of the Fox group.

Mid-year Report of the Russell Fund Liaison

Mr. Castiglioni reported that approximately one-half of the budget allotment of \$30,000 has been spent thus far. The Town Treasurer, John Bilafer, will submit a Town Meeting warrant article to establish a committee to create a policy on trust fund management and growth. This would include the library trust funds.

Mid-Year Evaluation of Administrative Goals

Ms. Loud gave an overview of the FY04 objectives. A motion to accept these was made by Ms. Deal; seconded by Ms. Ruderman. Passed unanimously.

Arlington Philharmonic Program – Russell Fund

The group presented their concert for free last year, but have requested permission to ask for donations from the audience at this year's event. After some discussion, the consensus of the Board was to pay the group with trust fund monies, rather than allow the donations. Ms. Fennelly made a motion; seconded by Ms. Deal, to expend up to \$600 to pay for this performance. Passed unanimously.

Warrant Article on Smoking By-Law

Ms. Ruderman presented a draft of a letter to the Board of Health in support of a proposed Town Meeting warrant article. The article would expand Item (f) of Section 3.0 (Prohibition on Smoking in Public Places) of the Rules and Regulations Restricting Smoking and Distribution of Tobacco and Tobacco Products within the Town of Arlington. Item (f) prohibits smoking within 15 feet of all exits/entrances of public and private schools, child care facilities and facilities where health care is provided. The Board of Trustees ask that the Robbins and Fox Branch Libraries be added to the existing regulations. Just as in the case with schools, a large proportion of people entering the buildings are children. The libraries hosted over 350 programs aimed at children, many of whom were infants and toddlers.

Long Range Planning Process

Mr. Murphy gave a brief explanation of a planning workshop that he and Ms. Loud attended. A new long range plan is due to the Board of Library Commissioners by October 2004. A planning committee could begin working on this in March, with the plan being written over the summer and approved during the fall. The committee will probably include some Board members, some staff, a municipal employee, a representative of the Friends of Fox and perhaps additional citizens.

Author Program

Ms. Fennelly made the suggestion to ask Brian McGrory to speak at the next author program. The remainder of the discussion was tabled until the next meeting.

Staff Recognition

The Board talked about how to recognize staff for many years of service. Most believed that there should be some recognition between years ten and twenty-five. Also, they would like to set a gift schedule for recognizing years of service for people leaving or retiring from the employ of the library. Ms. Ruderman suggested this year recognizing employees with ten and twenty-five years of service with a tie-in to the celebration of the 10th anniversary of the library's expansion/renovation. Ms. Deal will draft a policy.

Other

The hearing for the library's State Aid waiver petition will be held on Thursday, January 15th. Ms. Loud will attend with Nancy Galkowski, who will make the presentation.

Ms. Fennelly reported on the results of the recent meeting of the League of Women Voters regarding the updating of their position papers. Mary Margaret Franclement and John Deyst, Finance Committee representatives, attended the meeting. Ms. Loud reported that she will be attending a ten-week course on Effective Supervisory Management. She requested that the Board approve an expenditure of \$1300 to cover the tuition. This will be taken from the Staff Development line of the unrestricted Trust Funds.

Adjournment

The meeting was adjourned at 9:10 PM on a motion by Ms. Muldoon; seconded by Ms. Deal. The next meeting will be held on Tuesday, February 17th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture